



Bulletin

2003 – 09B

TO: All State Legislators, Municipal Officials, Regional School Districts, Special Purpose Districts, City Solicitors and Town Counsels

FROM: Gerard D. Perry, Acting Deputy Commissioner

SUBJECT: Dissemination of DLS Publications by E-Mail

DATE: April 2003

As of July 1, 2003, the Division of Local Services (DLS) will discontinue mailing Informational Guideline Releases (IGRs), Bulletins, levy limit worksheets, farmland value notices and certain other letters and forms. These documents will be posted on the Division's web site at www.Mass.Gov/dls. They are also available by e-mail subscriptions. The Division has implemented this policy not only as a cost saving measure, but also to make these publications easily accessible to everyone with an interest in local government and municipal finance. Previously, only local officials received these mailings.

The forms and letters that will be available by e-mail only as of July 1, 2003 include:

- the annual year end requirements letters (and accompanying forms) for treasurers, collectors, accountants and auditors, and clerks;
- the Tax Rate Recap, Pro Forma Recap booklet that contains supporting instructions and forms to be submitted to the Bureau of Local Assessment and the Bureau of Accounts; and
- the annual letter to regional school districts.

Please note that the Division will continue to mail the automated recap diskette to the assessors in each city and town annually.

To receive these publications by e-mail, simply click on the subscription links on the DLS home page (see reverse side of this Bulletin). Subscribers may also choose to receive the *City & Town* newsletter and/or Cherry Sheets. You may cancel your subscriptions at any time.

Any questions regarding online subscription to DLS' publications should be directed to Joan Gourke at (617) 626-2353 or at gourkej@dor.state.ma.us.

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IMPORTANT!
As of July 1, 2003, the Division of Local Services will discontinue mailing IGRs, Bulletins, Levy Limit Worksheets, various forms and farmland value notices. You may now subscribe to these documents online. **All municipal finance officials are encouraged to subscribe!**

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